DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND (20362-5101)
SPACE AND NAVAL WARFARE SYSTEMS COMMAND (20363-5101)
WASHINGTON, DC

NAVSEAINST 5400.56C
SPAWARINST 5400.11C
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NAVSEA INSTRUCTION 5400.56C
SPAWAR INSTRUCTION 5400.11C

From: Commander, Naval Sea Systems Command
Commander, Space and Naval Warfare Systems Command

Subj: RESPONSIBILITIES AND PROCEDURES CONCERNING THE ENGINEERING DUTY OFFICER SCHOOL

Ref: (a) CNTECHTRAINST 5450.71
(b) NAVSEAINST 5400.55D/SPAWARINST 5400.10D
(c) NAVSEAINST 1001.3A/SPAWARINST 1001.1A

Encl: (1) Engineering Duty Officer School Basic Course Objective Statement
(2) Engineering Duty Officer School Reserve Course Objective Statement
(3) Engineering Duty Officer School Mid-Career Course Objective Statement
(4) Procedures for Administration of Courses at the Engineering Duty Officer School

1. Purpose

a. To redefine the organizational responsibilities within the Naval Sea Systems Command (NAVSEASYSCOM) and the Space and Naval Warfare Systems Command (SPAWARSYSCOM) related to training at the Engineering Duty Officer School (ED School).

b. To describe the procedures to be utilized for the assignment of students and instructors to classes at the ED School and the definition of subject material taught at the ED School.

2. Cancellation. NAVSEAINST 5400.56B/SPAWARINST 5400.11B of 2 January 1986.

3. Command Relationships. In accordance with reference (a), the commanding officer (CO) of the ED School reports to Chief of Naval Technical Training and is subject to the area coordination authority of the Commander, Naval Base, San Francisco, or to such other command as may be designated by him in appropriate instructions. The CO of the ED School (R

also reports to Commander, Naval Sea Systems Command (COMNAVSEA) and Commander, Space and Naval Warfare Systems Command (COMSPAWAR) via the chairman of the ED Technical Advisory Board for matters related to school curricula and course scheduling.

4. Discussion

a. Background. Reference (a) establishes the Engineering Duty Officer School under the Chief of Naval Technical Training with the assigned mission of improving the professional proficiency of Engineering Duty officers through training. This training should emphasize the Engineering Duty officer's role as the naval officer academically educated and trained through a continuity of experience to provide technical expertise and practical engineering judgment to the research and development, design, acquisition, construction, maintenance, and modernization of ships and ship systems, combat/weapons systems, ordnance systems, and electronic systems. Training conducted should also support the Engineering Duty officer's responsibility to perform effectively as a naval officer, as a professional engineer, and as an individual accepting responsibility for technical matters in all assignments.

R) b. Curricula Objectives. The three primary courses conducted at the ED School in support of its assigned mission are the Basic Course designed for newly designated Engineering Duty officers, the Mid-Career Course designed for Engineering Duty officers on active duty who have been newly selected for the rank of commander, and the Reserve Course for officers who are newly designated as Naval Reserve Engineering Duty officers or who have been selected by the Reserve Line Transfer process and have been accepted into the Naval Reserve Engineering Duty Qualification Program (NREDQP). The reserve officers are either attached to Naval Reserve Drilling Units or are going on active duty for training for two years in the Officer Sea and Air Mariner (OSAM) Program. The ED School also conducts other courses as requested by COMNAVSEA and COMSPAWAR.

The Basic Course is conducted with the objective of training newly designated Engineering Duty officers in those processes utilized by the U. S. Navy in the research and development, design, acquisition, construction, maintenance and modernization of ships and ship systems, combat/weapons systems, ordnance systems and electronic systems. Additionally, students are familiarized with ED career planning and are provided practical training in selected industrial skills as may be approved by the ED School Technical Advisory Board. The Reserve Course follows a similar plan except that it is only of two weeks duration. The Mid-Career Course is conducted with the objective of providing students with an update in their knowledge of naval ships, ship systems and related programs and providing a scheduled opportunity for career counseling by ED flag officers. It also provides an opportunity to orient the student as a senior officer in the Engineering Duty community and to promote discussions of subjects related to the role of the Engineering Duty officer with contemporaries and community leaders. The detailed objective statements

for the Basic, Reserve and Mid-Career Courses are provided as enclosures (1), (2) and (3), respectively.

c. Engineering Duty Officer Qualification Program (EDQP) References (b) and (c) define the requirements of the active duty and reserve EDQP respectively. All active duty Engineering Duty officers designated 146X are required to complete the EDQP which includes a technical Master's degree that provides for the assignment of an approved "P" Code to become designated 144X. The NREDQP has an education requirement that is structured to prepare the reserve officer to become designated 1445. The Basic and Reserve Course conducted at the ED School are an integral part of the EDQP and NREDQP, respectively.

5. Responsibilities

a. Student Assignment. The assignment of students to the Basic Course will be coordinated by the Director of Military Personnel (NAVSEA OOP) with NMPC to ensure that each ED is ordered to the school prior to the qualifying tour. Attendance of all EDs at the Basic Course at the beginning of their EDQP is mandatory. First priority in the Basic Course will be given to officers participating in the EDQP. All newly selected commanders on active duty must attend the Mid-Career Course within two years after selection. The assignment of students to the Mid-Career Course is coordinated by the ED School. Each officer will receive a letter from the senior Engineering Duty officer upon selection to commander advising of the responsibility to attend the Mid-Career Course. The naval reserve students are ordered to the school under orders from the Commander, Naval Reserve Force (COMNAVRESFOR). The Special Assistant for Engineering Duty Plans and Policy coordinates this process. Waivers to these requirements must be approved on an individual basis by the chairman of the Engineering Duty Qualification Board (EDQB).

b. Course Content. The ED School Technical Advisory Board will approve the school curricula, course content and overall schedule for the Basic, Reserve, and Mid-Career Courses. The EDQB will be the technical review group for course material and will report its findings to the ED School Technical Advisory Board. The detailed schedule and lecture content of the Basic, Reserve, and Mid Career Courses are the responsibility of the CO of the ED School. Procedures for submission and approval of curricula, course content, and schedules are contained in enclosure (4).

c. Instructor Selection. The staff of the ED School performs the majority of the instruction in the Basic and Reserve Courses and some instruction in the Mid-Career Course. The CO of the ED School has the responsibility for the assignment of subject material to be taught by the staff of the ED School. Staff instructors will be selected by the ED Detailer from among the most outstanding EDs of the appropriate rank. For the Basic, Reserve and Mid-Career Courses, instructors other than the staff of the ED School are utilized to teach selected course material.

These instructors are recognized as highly knowledgeable and experienced in their areas of instruction and are approved by the ED School Technical Advisory Board. Detailed scheduling of instructors for particular courses will be the responsibility of the CO of the ED School. Procedures for the selection and approval of instructors are contained in enclosure (4).

R) d. ED School Audit. The CO of the ED School will submit the curriculum and course content to the EDQB for initial approval. This will then be presented to the ED School Technical Advisory Board for final approval. The Chairman of the ED School Technical Advisory Board will determine if an on-site audit of the school is required. If an on-site audit is required he will appoint the audit team from members of the ED School Technical Advisory Board.

6. Action

A) a. The Senior Engineering Duty Officer will:

(1) Send a letter to each newly selected ED commander on active duty advising of the responsibility to attend the Mid-Career Course within two years after selection.

(2) Upon notification by the CO of the ED School that a ED commander has not requested attendance at the Mid-Career Course within eighteen months after selection, send a letter to the commander's CO advising of the noncompliance with this instruction.

b. The CO of the ED School shall:

(1) Ensure the school is staffed as required to carry out its mission.

(2) Plan for all necessary supplies, and submit budget requirements to CNTECHTRA for technical training expenses.

(3) Perform those duties related to the EDQP and NREDQP as described in references (b) and (c).

(4) Task various offices in headquarters and NAVSEASYSCOM and SPAWARSYSCOM shore activities as necessary for incidental support of school operation, EDQP, and NREDQP.

(5) Submit for approval the curricula, course content, overall schedule, and lists of instructors for the Basic, Reserve and Mid-Career Courses in accordance with the procedures of enclosure (4).

(6) Develop detailed course schedules, assignments of instructors and definition of lecture content for all courses taught at the ED School.

(7) Develop and maintain student/instructor guides for all courses conducted by the ED School.

(8) Provide data as needed to support reports concerning the Engineering Duty officer community profile prepared by the Special Assistant for Engineering Duty Plans and Policies.

(9) Perform additional functions and tasks assigned by COMNAVSEA and COMSPAWAR.

(10) Contact newly selected ED commanders on active duty to (A
arrange for attendance at the Mid-Career Course.

(11) Advise the Senior Engineering Duty officer of any commander (A
who has not scheduled attendance at the Mid-Career Course within a period of eighteen months after having been selected for commander.

c. The Special Assistant for Engineering Duty Officer Plans and Policies will:

(1) Coordinate all matters related to the ED School and to the EDQP and NREDQP within NAVSEASYSCOM and SPAWARSYSCOM.

(2) Ensure that all Naval Reserve Engineering Duty officers and other officers accepted into the NREDQP are advised of the requirement to attend the Reserve Course as one of the first ACDUTRAs to start their NREDQP.

d. The Director of Military Personnel will: (A

(1) Ensure Engineering Duty officers designated 146X attend the Basic Course in accordance with the provisions of reference (b). Waivers to the above requirements must be approved by the EDQB.

e. Commanding Officers and Officers in Charge of NAVSEA or SPAWAR activities shall:

(1) Support the requirements in paragraph 5a.

(2) Provide TDY funding for personnel from their activities attending the school.

(3) Support Naval Reserve Units attached to NAVSEA and SPAWAR (A
activities and assist the Special Assistant for Engineering Duty Plans and Policy in ensuring that all Naval Reserve EDs attend the Reserve Course.

GLENWOOD CLARK
Commander, Space and Naval
Warfare Systems Command

WILLIAM H. ROWDEN
Commander, Naval Sea
Systems Command

Distribution:
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ENGINEERING DUTY OFFICER SCHOOL
BASIC COURSE OBJECTIVE STATEMENT

Training Activity: Engineering Duty Officer School
Mare Island Complex
Vallejo, CA 94592-5018

Course Title: Basic Course Date: 17 June 1977

Instructor/Lesson Guide Number: B

Terminal Objective: To provide newly selected Engineering Duty officers with the fundamental skills, practical knowledge, and judgment necessary to assume the responsibilities of officers assigned to engineering tasks in research and development, design, acquisition, construction, maintenance and modernization of ships, their systems, combat/weapons systems, ordnance systems, and electronic systems.

Enabling Objective:

A. Personal conviction and dedication to the requirement for the thorough, vigorous and accountable approach to accomplishing Engineering Duty tasks.

B. Knowledge of the organization and responsibility of major Engineering Duty activities and the practical aspects of Engineering Duty career opportunities and planning.

C. Knowledge of the plans, programs, policies and procedures by which the Navy accomplishes the life-cycle engineering of naval ships and systems.

D. Knowledge of the basic industrial technology, procedures and environment associated with the production and maintenance of naval systems.

E. Preparation for effective performance in initial Engineering Duty tours.

ENGINEERING DUTY OFFICER SCHOOL
RESERVE COURSE OBJECTIVE STATEMENT

Training Activity: Engineering Duty Officer School
Mare Island
Vallejo, CA 94592-5018

(A

Course Title: Reserve Course Date: 23 March 1987

Instructor/Lesson Guide Number: R

Terminal Objective: To provide newly selected Reserve Engineering Duty officers and officers who have been selected by the reserve line transfer process and have been accepted into the NREDQP with the background knowledge which is prerequisite to providing technical expertise and practical engineering judgement for assigned engineering tasks in research and development, design, acquisition, construction, maintenance, and modernization of ships, ship systems, combat/weapons systems, ordnance systems and electronic systems.

Enabling Objectives:

A. Personal conviction and dedication to the requirement for the thorough, vigorous and accountable approach to accomplishing Engineering Duty tasks.

B. Knowledge of the organization and responsibility of major Engineering Duty activities and the practical aspects of reserve Engineering Duty career opportunities and planning.

C. Knowledge of the plans, programs, policies and procedures by which the Navy accomplishes the life-cycle engineering of naval ships and systems.

D. Preparation for effective performance in mobilization Engineering Duty assignments.

ENGINEERING DUTY OFFICER SCHOOL
MID-CAREER COURSE OBJECTIVE STATEMENT

Training Activity: Engineering Duty Officer School
Mare Island Complex
Vallejo, CA 94592-5018

Course Title: Mid-Career Date: 15 June 1977

Instructor Lesson Guide Number: M

Terminal Objective: Prepare for acceptance of the increased responsibility to effect the research and development, design, acquisition, construction, maintenance and modernization of naval systems in a professional manner as a senior officer in the community.

Enabling Objectives:

A. To provide newly selected Engineering Duty commanders an update on recent developments and programs affecting naval systems.

B. Provide information on new technology and techniques applicable to naval systems.

C. Provide for broadened knowledge of the plans, programs, policies and procedures by which the Navy accomplishes the life-cycle engineering of naval ships and systems.

D. Provide for an interchange with contemporaries on subjects of current interest to senior engineering officers.

E. Provide career counseling by Engineering Duty Flag officers.

PROCEDURES FOR ADMINISTRATION OF COURSES AT THE ENGINEERING DUTY OFFICER SCHOOL

1. General. The CO of the ED School will develop and submit, annually, required information for approval of curricula, course content, course schedules and lists of guest lecturers and non-resident instructors for approval by the ED School Technical Advisory Board. The ED School Technical Advisory Board consists of ED Flag officers appointed by COMNAVSEA and COMSPAWAR. Course schedules will be submitted by 1 August and curricula (including a topic breakout), course content and lists of guest lecturers and non-resident instructors will be submitted by 1 October of each year for all courses to be taught in the following calendar year. This information will be forwarded to the Special Assistant for Engineering Duty Plans and Policies who will coordinate actions to obtain approval by the EDQB within 30 days of receipt.

The EDQB will be the technical review group for the submitted material and will submit their findings to the ED School Technical Advisory Board. The EDQB is detailed in reference (b). Notification of the approval of curricula course content, lists of guest lecturers/non-resident instructors will be provided to CO of the ED School by 1 December. All non-resident instructors will be approved by the chairman of the EDQB by topic and by the CO, ED School as to teaching qualifications. The CO of the ED School will utilize the approved curricula, course content, schedules and lists to develop detailed class schedules, instructor assignments and lessons for the following calendar year. Significant deviations from the intent of the approved information will be handled on a case basis requiring approval by the chairman of the ED School Technical Advisory Board.

2. Assignment of Students. The Director of Military Personnel will coordinate efforts to assign all officers required to attend the Basic Courses. Those active duty officers who will attend the ED School on Permanent Change of Station (PCS) orders will be nominated by NMPC 445 in sufficient time to be scheduled for the appropriate class. Individual commands will submit requests for assignment of students to particular classes by letter to the Special Assistant for Engineering Duty Plans and Policies a minimum of three months prior to commencement of classes. The Special Assistant for Engineering Duty Plans and Policies will advise reserve EDs and officers accepted into the NREDQP of the requirement to attend the Reserve Course as a part of the NREDQP. All funding and orders for reserve officers will be from the COMNAVRESFOR on an ACDUTRA basis. All newly selected commanders will receive a letter from the senior Engineering Duty officer advising them of the requirement to attend the Mid-Career Course. It will be the responsibility of the officer to contact the ED School and arrange for a class assignment for the Mid-Career Course.

3. Course Schedules. The course schedules, when approved, will be officially promulgated in the ED Newsletter by the Special Assistant for Engineering Duty Plans and Policies.

R) 4. Instructor Assignment. The CO of the ED School will evaluate all non-resident instructors to ensure their effectiveness.

R) 5. Course Content. The CO of the ED School will submit a course outline for the Basic, Reserve and Mid-Career Courses providing identification of individual lectures and brief description of each lecture's subject content.

6. Lists of Instructors. For all lectures not routinely given by the staff of the ED School, the CO of the ED School will submit a list of individual non-resident instructors (identified by billet) considered qualified to conduct that particular lecture to the ED School Technical Advisory Board for approval. A minimum of one primary and one alternate for each lecture will be identified.